

**Memorandum of the Meeting  
Regular Study Session/Meeting  
Twenty-Sixth Town Council of Highland  
Monday, July 12, 2010**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, July 12, 2010** at the regular time of 7:05 o'clock p.m.

**Silent Roll Call:** Councilors Bernie Zemen, Dan Vassar, Brian Novak, Konnie Kuiper and Mark A. Herak were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

**Others present:** Tom Brown of Brown Insurance Group, Inc.; and, Robin Carlascio, Editor of the Municipal Newsletter were also present.

Ed Dabrowski of the Parks and Recreation Board was also present.

**General Substance of Matters Discussed**

1. The Town Council and Mr. Brown discussed a claim for which he just received the notice. The participants discussed the status of the property and casualty insurance claims. The discussion included a brief review of the general liability.

The discussion included a discussion of rostered volunteers and changes in the medical coverage limitations going up to \$25,000.

Mr. Brown spoke about the *Comprehensive Care* presentation as the occupational medicine provider for the municipal workforce. The **Risk Safety Management Committee** still needs to meet and evaluate Comprehensive Care, Inc. It has not to date.

Mr. Brown noted that the Firefighter required program of insurance was locked in to a three-year premium fixed at the current level. 2010 would be the second of the three years.

Mr. Brown noted that the dental plan premium lock in will expire at the end of this coverage period. He suggested that this perhaps be revisited in the market, if it is not subsumed by the IACT Medical Trust.

Mr. Brown reported that his firm has determined to discontinue its collaborative working relationship with Horgash Insurance Group. He presented a letter to this effect dated July 12, 2010.

The conversation included a discussion about seeking a proposal from the Brown Insurance Group.

The discussion included an exploration of the nature of coverage for Police Department employees and Community Events Commission for use of vehicles owned by Konnie Kuiper in parades and the liability to which Councilor Kuiper and the Town may be exposed.

Mr. Brown departed at this time.

2. The Town Council discussed the review and self-critique of the recent Independence Day festival and parade. The Council President reported that the Community Events Commission was generally positive about the recent event and had good suggestions for improvement next year.

3. The Town Council and the Clerk-Treasurer discussed the request of the Highland High School Athletic Director to renew the Town Council and Clerk-Treasurer advertisement. It was informally determined that the six elected officials would again participate and personally pay a share for the ad sized and a half page.
4. The Town Council discussed the suggestion of Councilor Kuiper about in future design to place storm or sanitary sewer manholes on the side rather than in the center of the street. The Town Council President indicated he would follow-up with the Public Works Director.
5. The Town Council President mentioned two letters he had received regarding interest in appointment to the Community Events Commission. It was noted that there were two vacancies of the Commission, one from the resignation of Vernon Sieb and another authorized position that was unfilled.
6. The Town Council discussed an incident in which the small business owner of the Yogurt Express on Kennedy Avenue, Highland, was denied opportunity to have a tent sale of its menu and then noting that the portable hot dog sales in the Main Square Park. There was a concern about how the rules could be inconsistent.

The Council suggested that a follow-up meeting be conducted with the Building Commissioner to discuss the elements of the zoning code that could be modified to adjust for this.

7. The Town Council discussed the drainage plan for the reconstruction of the Lincoln Community Center. There was some resistance by the Park leadership regarding making the increased requirements based upon the perception of the building footprint. It was noted however, that the paving may be more than is currently in place.
8. Ed Dabrowski, in his role as IT Director through CBL Associates, discussed the proposed acquisition of the 21 dell tower computers as part of the three year rotation for acquiring computers. He further noted that the larger count was due to including the needs of the Police Department as well as other departments in the rotation.
9. The Town Council discussed the status of the development of a street paving list. It was noted that it had not been presented. The Town Council President indicated that he would follow-up with the Public Works Director.
10. The Town Council discussed the proposed budget guidance as suggested by the Town Council President and the Clerk-Treasurer. The proposal was designed to reduce the FY 2011 budget by 4.5% from the 2010 approved budget. However, there would be a net adjustment in the amount of the increase that may be proposed for the health insurance costs. This would in many cases net out to a high for operating budgets with employees of 4.25% and to a low of 2.34%.

It was noted that the budget is still in systemic deficit is still at approximately \$350,000. It was further noted that if the health insurance increase was at or around 7%, the effect could be to reduce the deficit by \$304,000. It was noted that it did not eliminate it but that such a reduction would be significant.

11. The Town Council discussed the pending proposal made by the F.O.P. in which a new master patrol officer rank would be created, and provide for an increase for the pensioners in their estimated amount of \$27,000. It was suggested that the proposal should be represented and the current budget status needs to be presented.

12. The Town Council President noted that several workers elected to give up some vacation and other paid time off to cover the "paid time off" costs of known late officer Kelly Hayes. The Town Council President inquired if there would be any interest in authorizing a restoration of the donated paid time off to the donors. It was noted that this was not a request initiated by workers. There was no further discussion.
13. The Town Council reviewed the listed items for the Budget of July 19 Plenary Meeting. The Town Council discussed the proposed Ordinance No. 1446, regarding modifications to the public works bidding ordinance, particularly dealing with responsive and responsible bidder language.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council, of **Monday, July 12, 2010**, was adjourned 9:05 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA  
Clerk-Treasurer